



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
IDEM Construction Storm Water (Rule 5)
 Regulatory ePortal - External User Guide
 Project Pollution Prevention Plan Submittal

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The purpose of this document is to help instruct registered individuals on how to submit a Construction Storm Water Project Pollution Prevention Plan to IDEM for review prior to applying for permit coverage.

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1. Log-in to the IDEM Regulatory ePortal

Individuals representing or associated with construction projects needing permit coverage under the NPDES Construction Stormwater Run-off General Permit (Rule 5) will need to register and establish a User ID/Password in order to submit Plans for review, NOI applications, NOT applications, or to review documents associated with their projects.

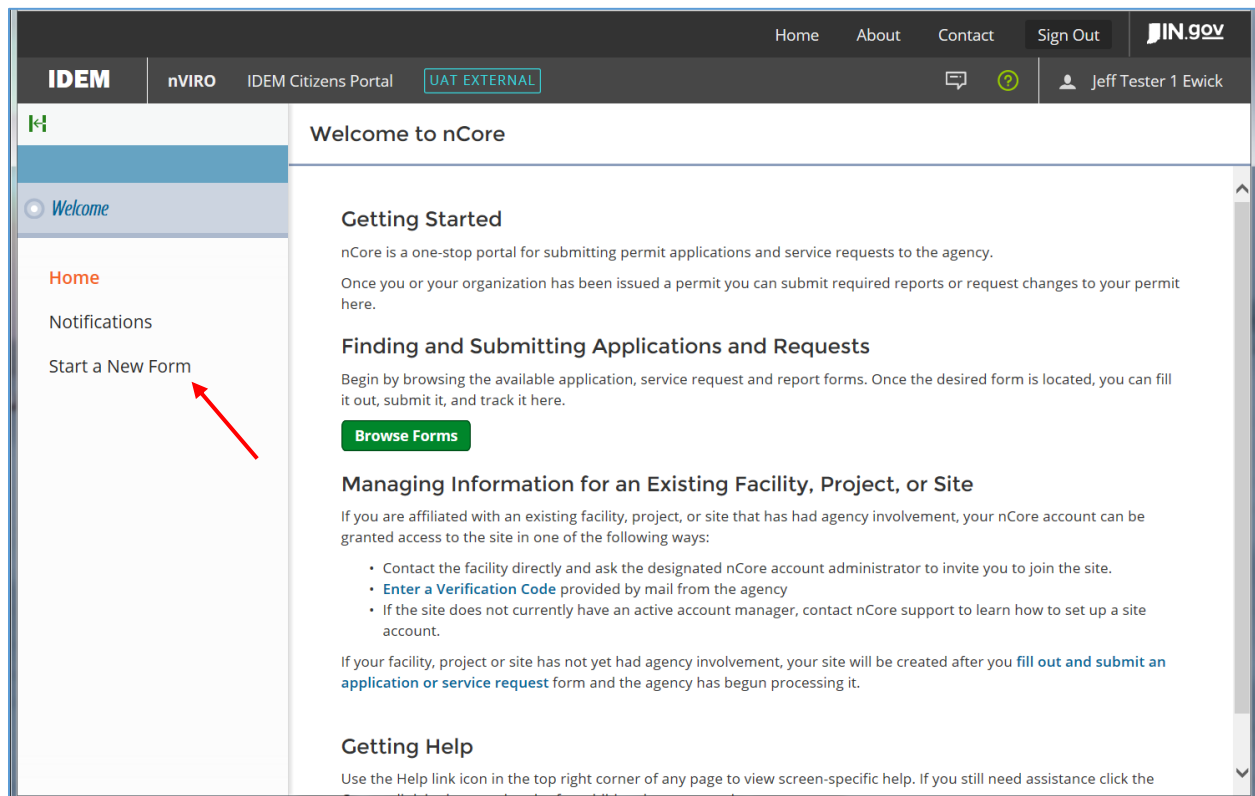
This set of instructions specifically show how to submit any of the Pollution Prevention Plans to IDEM for review for new projects. IDEM only reviews plans for sites where MS4's or SWCDs do not have jurisdiction.

Note: Only when the plan review is to be performed by IDEM staff can applicants use this web site to submit those plans to IDEM for review.

2. Start a New Pollution Plan Form:

This section describes the first steps on how to begin using the nVIRO system to submit a Stormwater Construction Project Pollution Prevention Plan for review

Registered users should always begin on the “Home” page after logging into the Regulatory ePortal (nVIRO/nCore) website.



Note: Users who have existing projects may see more options displayed along the left side.

1. Click on the “**Start a New Form**” option displayed along the left-hand side of the page. See the red arrow in the figure above.

This will open a new page which gives the user two options:

- a. Pollution Prevention Plant Technical Review
- b. Notice of Intent application for a New Construction Project

Form Name	Form Description	Program Area	
Construction Stormwater - Pollution Prevention Plan Project Profile	Pollution Prevention Plan Technical Review	Water - Construction Stormwater	Begin Submission
Construction Stormwater - Notice of Intent - New Application	Submission of this Notice of Intent application constitutes notice that the project site owner is applying for coverage under the NPDES General Permit Rule for Stormwater Discharges Associated with Construction Activities	Water - Construction Stormwater	Begin Submission

Note: Only when the plan review is to be performed by IDEM staff can applicants use this web site to submit those plans to IDEM for review.

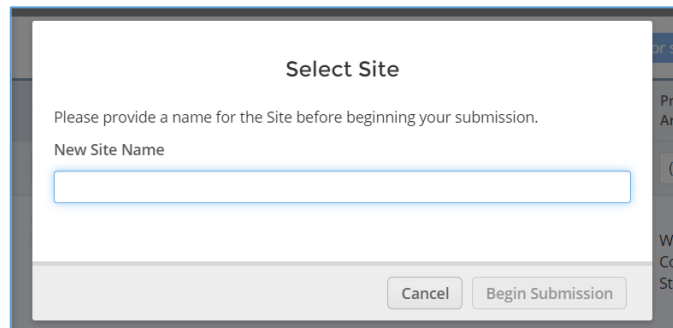
Form Name	Form Description	Program Area	
Construction Stormwater - Pollution Prevention Plan Project Profile	Pollution Prevention Plan Technical Review	Water - Construction Stormwater	Begin Submission
Construction Stormwater - Notice of Intent - New Application	Submission of this Notice of Intent application constitutes notice that the project site owner is applying for coverage under the NPDES General Permit Rule for Stormwater Discharges Associated with Construction Activities	Water - Construction Stormwater	Begin Submission

1. Click the **[Begin Submission]** button at the right side of the row

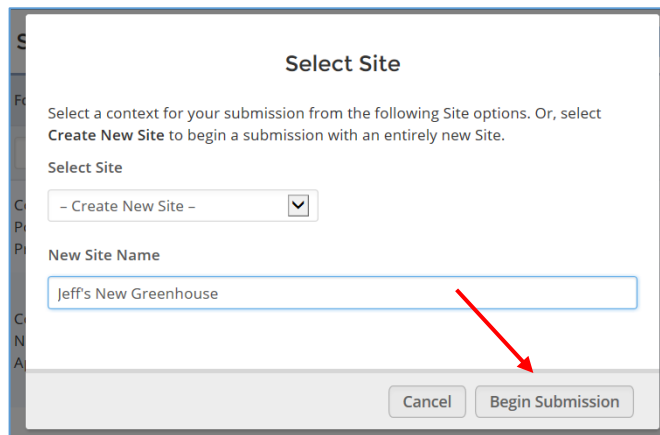
A pop-up window appears

2. **New Site Name:** Enter the proposed name of the Project or something by which the users will be able to identify this site as being associated with the Pollution Prevention Plan being submitted

The very first time that a new user gets this pop-up, it will look like:

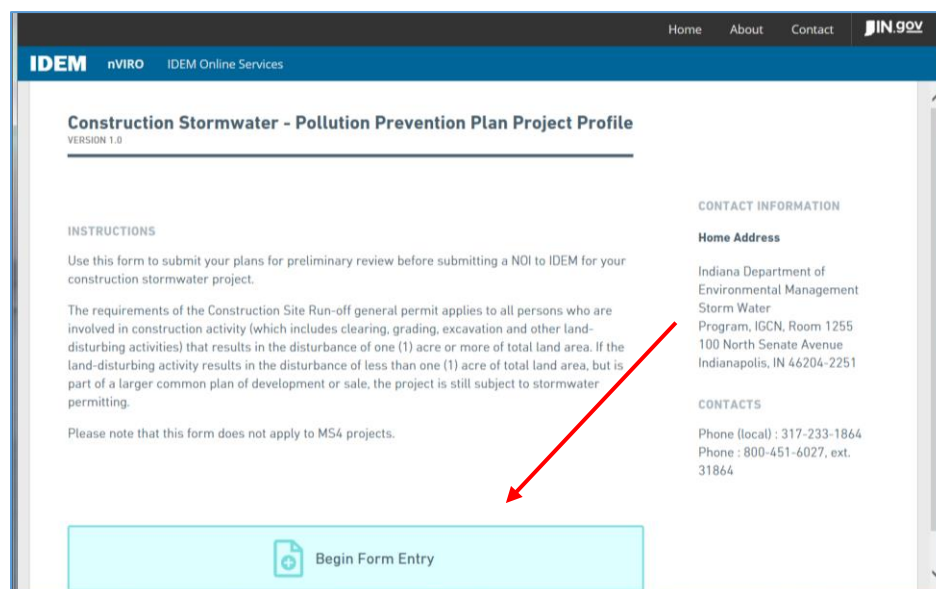


After the first time it will display the last site that was searched for previously:



3. Click the **[Begin Submission]** button at the bottom right corner

This opens the Construction Stormwater – Pollution Prevention Plan Project Profile page



Read the instructions and contact IDEM if you have questions

4. Click the **[Begin Form Entry]** option at the bottom to start the process
This will begin a form submission

The screenshot shows the IDEM nVIRO online services portal. The page title is 'Construction Stormwater - Pollution Prevention Plan Project Profile'. The left sidebar contains a vertical list of sections: Jurisdiction Verification, Applicant Information, Stormwater Project Plan Preparer Contact Information, Additional Contacts, Project Information, and Construction Plans. The 'Jurisdiction Verification' section is currently active, indicated by a blue highlight and a '1' next to it. The main content area for 'Jurisdiction Verification' includes the following text: 'The following list of questions will determine the next steps for submittal of the Construction/Stormwater Pollution Prevention Plan (SWP3) and ultimately submittal of an application for coverage under 327 IAC 15-5 (Stormwater Construction General Permit). Complete all fields to determine the plan review jurisdiction. Has the SWP3 been reviewed and determined to be adequate/approved or waived by Municipal Separate Storm Sewer Systems (MS4) or Soil and Water Conservation District (SWCD)?' Below this text are two radio button options: 'Yes' and 'No'. The 'No' option is selected.

Note: Progression through the form is tracked down the left-hand side of the form.

2.A. Jurisdiction Verification:

1. Answer the questions and continue down the form

This screenshot shows the same form as the previous one, but with the 'No' option selected for the first question. The 'No' radio button is now filled with a blue dot. Below the first question, there is a second question: 'Is the project regulated by a MS4? If the project is owned/operated by the MS4, select No (MS4s cannot regulate and review plans for their own projects). A designated MS4 includes all Departments of the MS4 entity.' Below this question are two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom of the form, there is a grey box with the text: 'Use the link below to determine if your project is located in a MS4 or Multiple MS4s.'

Note: if the answer to any question is “Yes” then the user should not be using this form!

2. Click the **[NEXT SECTION Applicant Information]** option at the bottom of the screen

The screenshot displays the IDEM nVIRO online services portal. The top navigation bar includes links for Home, About, Contact, and IN.gov. The main header shows the IDEM logo, nVIRO, and IDEM Online Services. The current page is titled 'Construction Stormwater - Pollution Prevention Plan Project Profile' with submission details: Submission HNM-JPN1-3QNR8, Revision 1, and Form Version 1.0. A 'Last saved 7 minutes ago' status and a 'SAVE PROGRESS' button are visible. The left sidebar contains a vertical list of steps: Jurisdiction Verification, Applicant Information, Stormwater Project Plan Preparer Contact Information, Additional Contacts, Project Information, Construction Plans, Review, and Certify & Submit. The main content area contains instructions: 'Use the link (Soil and Water Conservation District) to determine if your project is located in a SWCD designated to perform plan reviews on behalf of IDEM.' and 'Continue with this submittal process of the Construction/Stormwater Pollution Prevention Plan to IDEM. Once the plan has been uploaded, it will be directed to one of the program staff for review.' At the bottom, a light blue button labeled 'NEXT SECTION Applicant Information' is highlighted with a red arrow.

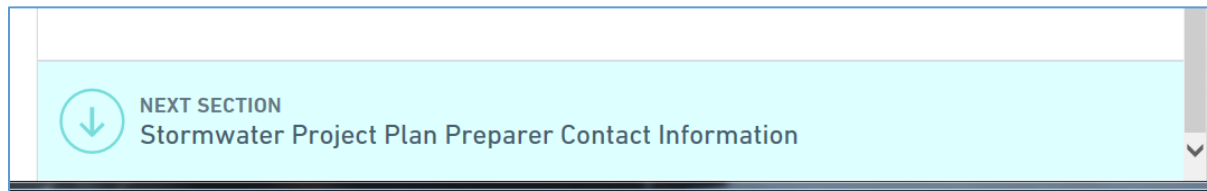
2.B. Applicant Information:

The applicant refers to the person who will be legally responsible for the project and is also referred to as the Project Site Owner.

Note: fields that are marked with a red asterisk are required fields

1. Enter all of the information about the Applicant (Project Site Owner)
2. **Applicant Contact Roles:** If the Applicant happens to also be the Project Plan Preparer then select that option from the dropdown list. This will adjust the form so the user does not have to enter the same information twice.

3. Enter the rest of the information about the Applicant
Note: The email address entered here will later receive an email confirming this submission
4. Click the **[NEXT SECTION Stormwater Project Plan Preparer Contact Information]**

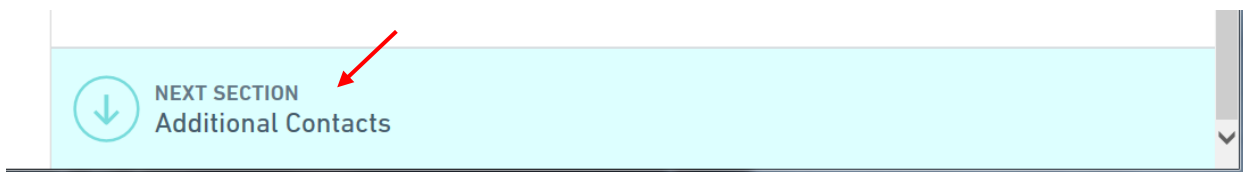


2.C. Stormwater Project Plan Preparer Contact Information:

The refers to the person who is responsible for the pollution plan for the project

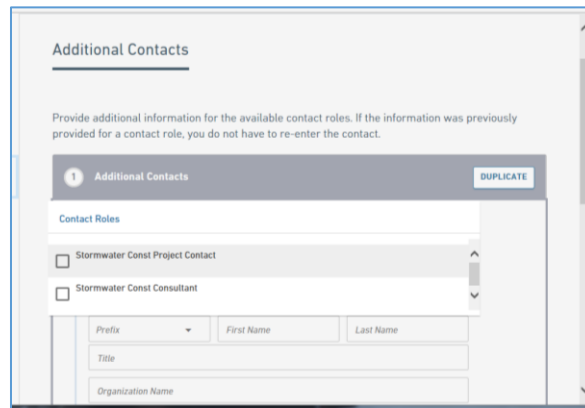
A screenshot of a web form titled "Stormwater Project Plan Preparer Contact Information". The form includes fields for "Prefix", "First Name", "Last Name", "Title", "Phone Type", "Phone Number", and "Email". There is an "ADD PHONE" button and a "CLEAR SECTION" button in the top right corner.

1. Enter all of the information for the Stormwater PP Preparer
2. Click the [\[NEXT SECTION Additional Contacts\]](#) option at the bottom of the page



2.D. Additional Contacts:

This section is optional and for the purpose of capturing any other key individuals associated with the Project. Generally this is either a consultant or a site contact.



Additional Contacts

Provide additional information for the available contact roles. If the information was previously provided for a contact role, you do not have to re-enter the contact.

1 Additional Contacts **DUPLICATE**

Contact Roles

☐ Stormwater Const Project Contact

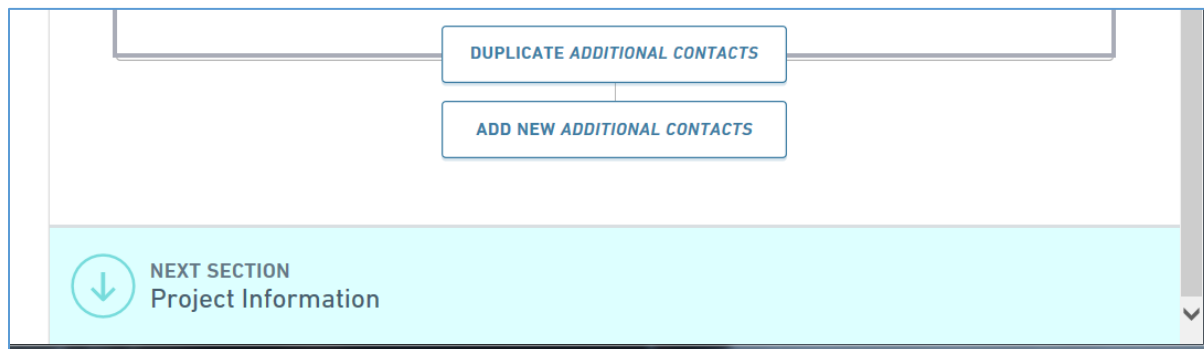
☐ Stormwater Const Consultant

Prefix First Name Last Name

Title

Organization Name

1. Fill out the standard information for each additional person
2. There are options to either Duplicate Contacts or just Add New Contacts
3. Then click the **[NEXT SECTION Project Information]** option at the bottom of the page



DUPLICATE ADDITIONAL CONTACTS

ADD NEW ADDITIONAL CONTACTS

NEXT SECTION
Project Information

2.E. Project Information:

This section captures details about the project itself.

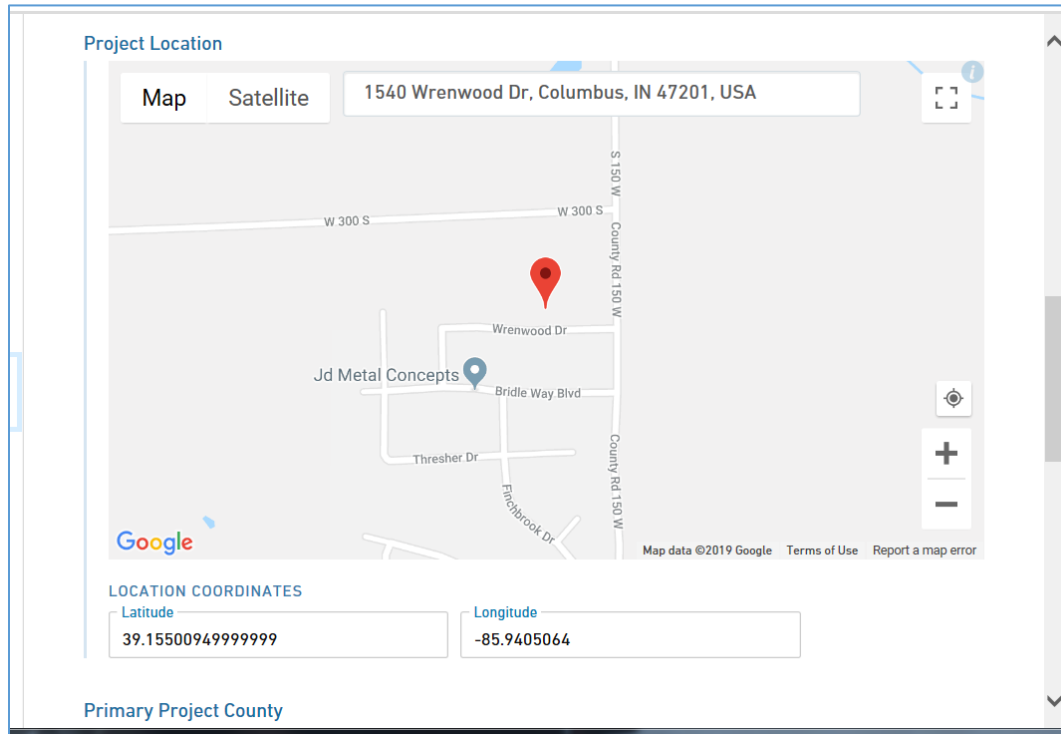
The screenshot shows the 'Project Information' section of a web form. At the top right is a 'CLEAR SECTION' button. Below the title is a descriptive sentence: 'Information about the name and location of the construction stormwater site'. The form contains several input fields: 'Site Name' (pre-filled with 'Jeff's New Greenhouse'), 'Project Name' (with a red asterisk indicating it is required), 'Project Address' (with sub-fields for 'Address Line 1' and 'Address Line 2'), 'Location Description', 'City', 'State/Area', and 'Postal Code'.

1. **Project Name:** Enter the proposed name of the planned project
2. **Project Address:** If there is no existing official 911 address yet for this location, then just enter the nearest intersection cross roads. Enter City, State, & Zip
3. **Project Location:**

The screenshot shows the 'Project Location' section. It features a Google Map with a search bar at the top that says 'Search by name or address'. The map displays a rural area with labels for 'Sunny Lawn Farms' and 'Laurence R Owens Farm'. Below the map, there are input fields for 'Latitude' and 'Longitude', both marked with a red asterisk. At the bottom, there is a field for 'Primary Project County'. The map interface includes standard controls like zoom in (+) and zoom out (-) buttons.

4. Use the **map** to find the coordinates – enter the street address into the search field at the top. The map will move to that location and pick up coordinates.

Fine tune the location by double-clicking on a point on the map

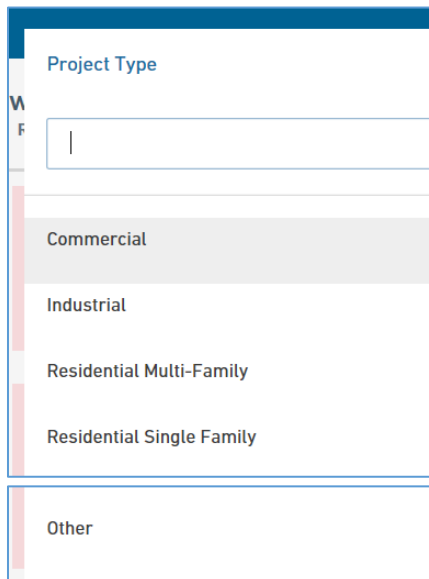


5. Enter the **Primary Project County**. This would be the county in which the majority of the project falls within.

A screenshot of a web form. It features a dropdown menu labeled 'Primary Project County' with 'Jasper' selected. Below this is another dropdown menu labeled 'County(ies) of Project Location' which is currently empty.

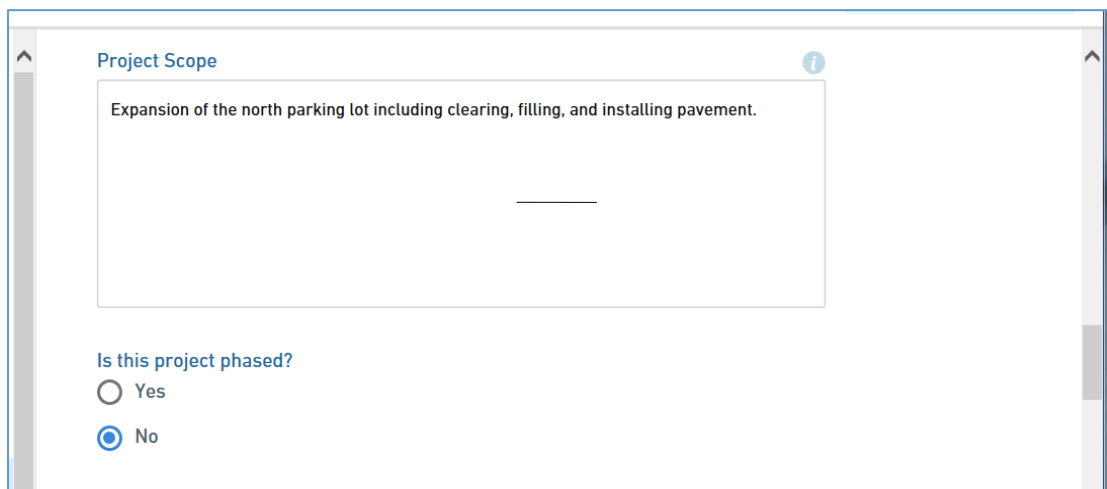
6. If the project extends across multiple counties, then enter all additional counties using the dropdown list titled “**County(ies) of Project Location**”
7. Select the most appropriate option for the **Project Type**:

A screenshot of a web form. It features a dropdown menu labeled 'Project Type'. A red asterisk is visible next to the dropdown label.



A screenshot of a web form titled "Project Type". It features a dropdown menu with a search bar at the top. Below the search bar, a list of project types is displayed: "Commercial", "Industrial", "Residential Multi-Family", "Residential Single Family", and "Other". The "Commercial" option is currently selected and highlighted with a grey background.

8. Type in a “**Project Scope**” which details what activities will be performed on this project.



A screenshot of the "Project Scope" form. It has a title "Project Scope" with an information icon. Below the title is a large text area containing the text "Expansion of the north parking lot including clearing, filling, and installing pavement." Below this text area is a question "Is this project phased?" with two radio button options: "Yes" and "No". The "No" option is selected.

10. Mark the appropriate option for the “**Is this project phased?**” question
11. Enter the **Proposed Land Disturbance (in Acres)**
12. Click the [NEXT SECTION Construction Plans] option at the bottom of the page

2.F. Construction Plans:

The screenshot shows the IDEM nVIRO portal interface. The top navigation bar includes the IDEM logo, nVIRO, and IDEM Citizens Portal. The main header displays the form title 'Construction Stormwater - Pollution Prevention Plan Project Profile' along with submission details: 'Submission HNN-EYMT-X4MVB', 'Revision 1', and 'Form Version 1.2'. A 'SAVE PROGRESS' button is visible in the top right corner. On the left, a sidebar lists the form sections: 'Jurisdiction Verification', 'Applicant Information', 'Additional Contacts' (marked with a '1'), and 'Project Information'. The main content area is titled 'Construction Plans' and contains the instruction 'Provide an attachment of your plans'. Below this, a text box states: 'Requirements for plan development and content are contained within 327 IAC 15-5-6.5 and in the guidance document linked below. The guidance document not only includes the elements required by the Rule, but a brief description of each element and what is expected to be in the plan.' A 'CLEAR SECTION' button is located in the top right of the main content area.

13. Attach the Site Plan: Use the [\[CHOOSE FILE\]](#) button to search for and link a file

This screenshot shows the 'Attach Site Plan' section of the form. The sidebar on the left now highlights 'Construction Plans' as the active section. The main content area is titled '* Attach Site Plan' and includes the instruction 'Please attach the site plan'. A dashed box contains the text 'Drop files here to upload' and a file icon. Below this, the word 'OR' is centered, followed by a 'CHOOSE FILE' button. A 'Comment' text field is located below the file upload area. At the bottom of the form, a light blue bar contains a downward arrow icon and the text 'NEXT SECTION Review'. A 'SAVE PROGRESS' button is also visible in the top right corner.

14. Enter a comment if desired

15. Click the [\[NEXT SECTION Review\]](#) option at the bottom of the page

2.G. Review:

The screenshot shows the 'Review' section of the 'Construction Stormwater - Pollution Prevention Plan Project Profile' form. The left sidebar contains a progress indicator with steps: Jurisdiction Verification, Applicant Information, Additional Contacts (marked with a '1'), Project Information, Construction Plans, Review (selected), and Certify & Submit. The main content area is titled 'Review' and contains the following text:

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by IDEM staff or the public until you actually submit the form in the 'Certify & Submit' step.

JURISDICTION VERIFICATION

The following list of questions will determine the next steps for submittal of the Construction/Stormwater Pollution Prevention Plan (SWP3) and ultimately submittal of an application for coverage under 327 IAC 15-5 (Stormwater Construction General Permit)

Complete all fields to determine the plan review jurisdiction.

Has the SWP3 been reviewed and determined to be adequate/approved or waived by Municipal Separate Storm Sewer Systems (MS4) or Soil and Water Conservation District (SWCD)?
No

Is the project regulated by a MS4? If the project is owned/operated by the MS4, select No (MS4s cannot regulate and review plans for their own projects). A designated MS4 includes all Departments of the MS4 entity.
No

At the top right of the form, there is a 'SAVE PROGRESS' button and a status 'Last saved a few seconds ago'. At the top left, there is an 'EXIT FORM to Home' button.

1. Scroll through the information displayed. This Review document shows everything that has been entered so far. Confirm that everything is correct. This is the last opportunity to make any changes or additions before sending it to IDEM.
2. Click the [\[NEXT SECTION Certify & Submit\]](#) option at the bottom of the page

2.H. Certify & Submit:

This contains the legal certification statement

IDEM Construction Storm Water (Rule 5) Regulatory ePortal - External User Guide • Project Pollution Prevention Plan Submittal

The screenshot shows the IDEM nVIRO portal interface. The top navigation bar includes the IDEM logo, nVIRO, and IDEM Citizens Portal. The main header area displays the form title 'Construction Stormwater - Pollution Prevention Plan Project Profile' along with submission details: 'Submission HNN-EYMT-X4MVB', 'Revision 1', and 'Form Version 1.2'. A 'SAVE PROGRESS' button is visible in the top right. On the left, a sidebar lists the form sections: Jurisdiction Verification, Applicant Information, Additional Contacts (marked with a '1'), Project Information, and Construction Plans. The main content area is titled 'Certify & Submit' and contains a certification statement: 'At the time of submission, the form data will be transmitted to IDEM and it will become part of the public record. I certify under penalty of law that this form and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information or violating the provisions of 327 IAC 15-5, including the possibility of fine and imprisonment for knowing violations.'

1. Click the **[NEXT SECTION Submit Form]** option at the bottom of the page

This screenshot shows the bottom portion of the form. On the left, a sidebar lists the sections: Jurisdiction Verification, Applicant Information, Additional Contacts, Project Information, and Construction Plans. The main content area has a 'Certify & Submit' section. At the bottom, there are two buttons: 'FINALIZE SUBMISSION Submit Form' (highlighted in light blue) and 'FINISH LATER Save and Exit' (with a clock icon).

2.1. Submission Complete:

The screenshot shows the IDEM nVIRO portal interface after submission. The top navigation bar includes the IDEM logo, nVIRO, and IDEM Citizens Portal. The main header area displays the title 'Submission Complete' and the form details: 'Construction Stormwater - Pollution Prevention Plan Project Profile', '03/22/2019', 'Submission HNN-EYMT-X4MVB', 'Revision 1', and 'Form Version 1.2'. A confirmation message states: 'A confirmation has been emailed to you at JeffreyAEwick@gmail.com.' At the bottom, there are three buttons: 'Print Confirmation', 'View Submission', and 'RETURN to Home' (highlighted in light blue).

1. Click the **[Return to Home]** button at the bottom right corner of the pop-up window

This returns the user to the “**Start a New Form**” page. Everything is complete
The user can now exist the software or begin a new form